# CITY OF NEWTON

# PURCHASING DEPARTMENT


*CONTRACT FOR NEWTON PUBLIC SCHOOLS*


# <u>*PROJECT MANUAL*</u>

## COMPUTER HARDWARE MAINTENANCE

*INVITATION FOR BID #12-06*


**Bid Opening Date: August 11, 2011 at 9:30 a.m.**


**JULY 2011**

**Setti D. Warren, Mayor**

**CITY OF NEWTON, MASSACHUSETTS**


**PURCHASING DEPARTMENT**
**purchasing@newtonma.gov**
**Fax (617) 796-1227**

**August 9, 2011**

# ADDENDUM #1


INVITATION FOR BID #12-06

## NPS – COMPUTER HARDWARE MAINTENANCE FOR LABOR & PARTS


THIS ADDENDUM IS TO:   **CHANGE THE BID OPENING DATE TO:**


**AUGUST 18, 2011 AT 9:30 A.M.**


All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.**


Thank you.


Rositha Durham
*Chief Procurement Officer*

**CITY OF NEWTON, MASSACHUSETTS**


**PURCHASING DEPARTMENT**
purchasing@newtonma.gov
**Fax (617) 796-1227**


**August 12, 2011**

# ADDENDUM #2

INVITATION FOR BID #12-06

## NPS – COMPUTER HARDWARE MAINTENANCE FOR LABOR & PARTS

THIS ADDENDUM IS TO:   **Answer the following Questions:**

Q1. With the lapse of a contract for the months of July and August, 2011, how will any units from summer school, administration and loaned units to teachers which need service be handled?  Will all such units be based on the Time and Materials section, as the failures or service needs occurred outside the contract period?  Please be specific as to the hourly rate one can charge and the percentage markup on parts needed, as these are not governed by the contract bid prices.

**A1.  This contract will be in effect once fully executed.  At that time, all computers in both Category A and Category B and all printers in Category C will be covered under this contract and repairs will be made as needed.  There will not be any hourly rate charges unless repairs have to do with Time and Materials Services as stated in 3.1 on page 19 of this bid that are beyond the scope of Full Service Maintenance.  Time and materials service applies to repairs required for unusual damages such as spilled beverages on computers, dropped laptops and other similar situations.**

**The Time and Material rate is set by the vendor(s) submitting this bid response as awarded.  Circumstances for billing for repairs using a Times and Material rate is described within this IFB as indicated above.  Billing for all parts (that are not part of the Full Service Maintenance repairs) needed to complete repairs cannot exceed 15% over the vendor's cost for parts and materials.  NPS has the right to ask for copies of paid invoices of these vendor parts prior to making payment for repairs.**

Q2. The repair and maintenance of computer hardware and printers to include labor and parts for Category A, Category B and Category C (per inventory bid list) will be on an as needed basis for a period of approximately one year from the date of contract execution through August 31, 2012 and shall not exceed 25% of the contract total.  Please explain what the 25% is referring to. Contract term 5

**A2.  All Time and Materials labor costs and all related parts cannot exceed 25% over and above the executed contract total.**

Q3. Please verify that this is a twelve (12) month contract period and will run from an estimated September, 2011 to August 31, 2012.  If read correctly the funds for July and August of 2012 are from the next fiscal year and need to be appropriated at that time.  Is this correct?

**A3. Yes, this contract will cover from September 2011 through August 31, 2012.  Any City of Newton contracts that crosses over to another fiscal year will be continued through the contract termination date as long as funds have been appropriated.**

Q4. If this is correct and the funds are not appropriated, then how will the repairs needed for the months of July and August 2012 be handled?  This again refers to units from summer school, administration and loaned

units to teachers which need service.  Can one assume it will be time and materials as the failures or service needs occurred inside the contract period? Please be specific as to the hourly rate one can charge and the percentage for parts needed.

**A4.  This contract is for a twelve (12) month period and will be honored through its termination date if funds are appropriated and the contract is executed.  Therefore there will not be a need for time and materials hours due to contract termination.  In addition, please be reminded that it is the vendor that sets their hourly labor rate for the contract year with their bid response.**

Q5. Again, if this is correct, how and when will the City of Newton notify winning bidders that the funds were not secured for July and August 2012?

**A5.  See A4.**

Q6. There is no provision in the contract for replacing units that are classified as "vintage", that is no longer supported by the manufacturer. Will newton simply remove from inventory any that are not repairable? If not and it is the winning bidders responsibility to repair or replace, what is the procedure in the case where a unit is to old or no parts are available to repair a unit? This was noted in last years addendum but does not appear in this year's contract?

**A6.  All equipment covered under the Full Service Maintenance contract must either be repaired by the awarded vendor(s) or replaced by the vendor(s) with a comparable device of equivalent performance from the same manufacturer. If the repair is a Time and Material incident, the bidder must notify NPS prior to the repair effort that the repair cost warrants replacement of the equipment rather than repair.  Please note that most computer equipment purchased by NPS comes with a three (3) year manufacturer's warranty and therefore if under warranty will not be part of this Full Service Maintenance contract but would be handled as a warranty repair.**

Q7. If the service provider is to repair or replace, are there specific units that must be replaced with identical units and types not just equivalent? Can a Dell be substituted for a Lenovo or a Toshiba for a Macbook. Please provide a specific list of what is acceptable if any of the following need to be replaced for any reason. IBM R51 IBM R60 Dell Latitudes HP D530 MT E5300 Proliant ML350 Proliant 530 Proliant 370 Proliant 380 HP DC5000 Ibook 800 Ibook 900 Ibook g4 G4 Titanium G4 Desktop Imac 17² Emac 1.0ghz Imac g5 Laserjet 8150 Laserjet 1200 Laserjet 1300 Laserjet 3000.

**A7.  Please see A6 above that equipment must be replaced by comparable models from the same equipment manufacturer.**

Q8. Please define the following terms: Full Service Labor Maintenance. This term is not defined in the bid. Should one assume this means all labor outside of what is defined in the ³Time and Materials service² section. Would this cover all labor as defined in the Full Service Maintenance section of the contract, which is above and beyond the scope of the ³Full service Maintenance².

**A8.  Full Service Maintenance includes time sensitive repairs to keep all equipment listed within the appropriate category functional and in good working order.  The only exceptions are those described in the Time and Materials section.  As stated in A1. above "Time and Materials service applies to repairs required for unusual damages such as spilled beverages on computers, dropped laptops and other similar situations".  For these types of repairs a quote must be submitted and approved prior to any work being done.**

Q9. Estimated annual Parts This terminology is not defined in the contract and seems to imply that this is a limit on the parts that are billable to NPS related to the scope of the contract and is to cover the parts related to the ³Full service labor maintenance².  Does the vendor have to get approval before the repair is made or are there going to be set prices?  But on page 2 you define this contract as including parts and labor?  Please explain and define what is included and what is not.

**A9.  All parts used for Full Service Maintenance repairs are the vendor(s) responsibility.  All parts for Time and Materials repairs must be included in a quote and if approved can be billed to NPS at no more than 15% over the vendor cost.**

Q10. For units that fall in the time and material category, what is the expected time from when a quote is submitted to the time approval for the repair is given?

**A10.  Typically, NPS will authorize Time and Materials repairs within 48 hours of receiving a repair quote.  All labor and routine parts required for Time and Material repairs can be billed to NPS upon the completion of the repair.**

Q11. Are any and all batteries needed covered in the contract under Time and Materials?  Will the successful bidder say for the PC's provide any and all batteries needed for that group.

**A11.  Yes, batteries can be covered under Time and Material repair quotes but do not have to be purchased exclusively from the awarded vendor(s).  NPS can buy and install parts such as batteries, power cords and memory, etc.  from other vendors if it is more cost effective to do so.**

Q12. Does the printer Time and Materials cover toners in its appropriate funding for parts and will that bidder also provide any and all toners needed?

**A12.  Toners can be provided by the Full Service Maintenance printer vendor if approved and the existing repair calls for it.  Toners for our district's printers general use will be covered under a separate public bid or through a request for quote process and is not a part of this contract.**

Q13. In the event that these questions lead to additional questions, but not new questions outside these, is there a forum of mechanism to get those questions resolved or clarified before the bid opening, as the follow-up questions will be outside the August 5th deadline.

**A13. No, this will be the only opportunity to ask questions before all bids must be submitted by August 18th, 2011.  It is our expectation that the answers provided within this addendum will answer all questions.**

Q14. Lastly, if a cover sheet was provided with a single price for all three parts combined, with appropriate listings of total for category A+B+C and an hourly rate times the total hours estimated by Newton, along with a total of the three annual parts listings, would it be considered with no penalty or will bidder be excluded from the bid?

**A14.  No, a bidder would not be excluded from the bid as long as it is clearly stated how much is being bid for each category.  A discounted grand total for all three categories can be included but may not necessarily impact the award by category to the lowest, responsive and responsible bidder.**

Q15. Page 3 article 1 section 2.2

There is a short time period between the date to submit questions and the date the bidders will receive NPS answers.  The IFB due date is August 11<sup>th</sup> at 9:30am.  Bidders may expect NPS answers on Friday Aug 5<sup>th</sup> or Monday August 8<sup>th</sup>.  Most bidders will need to ship their response to NPS on Tuesday August 9<sup>th.</sup>  We respectfully request a 7 day extension to the current IFB due date in order to adjust our response based on NPS answers.

**A15.  Yes, addenda #1 was posted on August 9, 2011 extending the bid response date from August 11<sup>th</sup> to August 18<sup>th</sup>, 2011.  This additional week will allow bidders to review all answers prior to submitting their bids.  This addendum #2 will be posted the week of August 8<sup>th</sup> – 12<sup>th</sup>.  IMPORTANT: both addendas #1 and #2 MUST be acknowledged in your bid response submission or bidder(s) may be deemed non-responsive.**

Q16. Page 6 Bid Form section C

Does NPS plan to award all three equipment categories to a single contractor?

**A16.  No, we plan on awarding to the lowest, responsive, responsible bidder(s) by category.  If one vendor is lowest responsive and responsible bidder in all three categories then this contract can be awarded to one vendor.**

Q17. Page 11 section 2.1

IFB page 6 provides a bid form for pricing that requires a single monthly price for all equipment in each category.  Page 11 section 2.1 indicates that the pricing is an annual fixed price.

Does NPS desire monthly pricing for each unit?

If not, please describe the process by which the annual fixed price for a category will be adjusted as units are added or deleted from the list of equipment that requires support?

**A17.  The monthly price will be fixed for twelve (12) months for the entire bid list inventory within a category.  The contract will be executed for the annual total of this fixed monthly bid price multiplied by twelve (12) months. Even as the inventory is modified through the year there will not be a change in the contract.  For example, as new equipment is added to the inventory typically purchased with a 3 year manufacturer's warranty, they may be replacing older inventory covered under the Full Service Maintenance contract.  If replacing older equipment, this will decrease the equipment bid list inventory that was originally listed under coverage.**

Q18. Page 11 section 2.1.1

In order to develop proper staffing plans, please provide an estimate of the number of services calls that will be requested of the contractor for the weekly classroom services.

What is the NPS desired time frame for all weekly requested services to be completed?

**A18.   Historically, the number of service requests for all three categories averages 35 service calls per week.  The allocation among categories is estimated at:**
**Category A - 23 calls for MAC computers per week**
**Category B - 10 calls for PC computers per week**
**Category C - 2 calls for printers per week**
**Many of these repair problems can be identified at the time of the request and resolved over the phone or upon immediate inspection.**

**The repair response timelines for all equipment is defined within the bid in section 2.0 on page 11. Many of these repairs are time sensitive and must be assessed and repaired within a reasonable amount of time due to the nature of the educational programs.**

Q19. Page 11 section 2.1.2

What days and hours of coverage are required for on call service for the administrative equipment?

**A19. Onsite repairs can be made Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. unless otherwise arranged and authorized by NPS staff.**

Q20. Page 11 section 2.1.3

In order to correctly develop contractor support cost and to provide NPS with the most effective price, we will need to understand which units are under warranty.  For equipment under OEM warranty, please provide the following:

Warranty type; onsite repair or depot repair, does the warranty include OEM parts and labor?

Warranty terms; Days and hours of warranty service coverage, Response or part availability time frame

Warranty end date for each unit currently under warranty

**A20. Generally NPS purchases all computers with a three (3) year manufacturer's part and labor warranty.  All equipment under warranty are not included in the bid inventory list until after the warranty expires.**

Q21. Page 11 section 2.1.4

Would NPS be willing to place service requests directly in our call management tracking system via an internet base web portal?
Would NPS allow contractor technicians to call the NPS TASC to close calls verbally?

**A21. No, as stated within this bid, the vendor(s) must use our TASC system to track all repairs.  In addition, all TASC repairs will be tracked electronically and closed within the system by NPS once a repair has been successfully completed.**

Q22. Page 13 item 6

Is NPS requesting a one year warranty on equipment repairs?

**A22.  All repairs must be successfully completed within the contract dates.  For example: all computers or printers repaired under this contract(s) need to be operational through August 31, 2012.**

Q23. Page 34-105
Please provide the Category A, B, and C equipment in an Excel spreadsheet.

**A23.  An Excel spreadsheet can be provided to the awarded vendor(s) at the time of the award.**

Q24.  Page 6 Bid Form
Are bidders required to propose services and prices for all three categories?

**A24. No, any bidder can bid on one (1), two (2) or on all three (3) categories.**

Q25. Would the city of Newton consider a bid from two companies submitting a single bid proposal as partners whereby one company would support the Apple/MAC computers (Cat. A) and the other company the PC Computers and Printers (Cat. B & C)?

**A25.** The City will award only one contract to a single legal business entity per winning bid proposal. While the City reserves the right to award multiple contracts on this Invitation for Bid, the City will contract with only one vendor per each winning bid.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.**

Thank you.

Rositha Durham
*Chief Procurement Officer*

# CITY OF NEWTON

## PURCHASING DEPARTMENT

## INVITATION FOR BID #12-06

The City of Newton invites sealed bids from Contractors to:

**NEWTON PUBLIC SCHOOLS**
**COMPUTER HARDWARE MAINTENANCE**

**Bids will be received until:**          **9:30 a.m.,  August 11, 2011**
at the Purchasing Department, Room 204, Newton City Hall, 1000 Commonwealth Ave., Newton, MA  02459.  Immediately following the deadline for bids all bids received within the time specified will be publicly opened and read aloud.

Work under this contract(s) requires a contractor(s) to supply and deliver computer hardware and printer maintenance for labor and parts.  **The repair and maintenance of computer hardware and printers to include labor and parts for Category A, Category B and Category C (per inventory bid list) will be on an as needed basis for a period of approximately one year from the date of contract execution through August 31, 2012 and shall not exceed 25% of the contract total(s).**  It is further understood that in the event the term of this contract extends beyond June 30 in any calendar year, the City reserves the right to terminate the contract(s) if funding for its continuance is not appropriated in the succeeding fiscal year commencing July 1.

The contract(s) will be awarded to the responsive and responsible bidder(s) offering the lowest grand total contract price for all line items per category.  The City reserves the right to award to multiple bidders, if the city deems it is in the city's best interest to do so.

Contract documents will be available online at **www.ci.newton.ma.us/bids**  or pickup at Newton City Hall, Purchasing, Room 204, 1000 Commonwealth Avenue, Newton Centre, MA 02459 **after 10:00 a.m. on July 28, 2011.**

Bid Surety is not required for this bid.

All bids are subject to the provisions of M.G.L. Chapter 30B.

**All bids must be submitted with one ORIGINAL and two COPIES.**  All prices shall be FOB Delivered Newton, MA.

All City of Newton bids are available on the City's web site, **www.ci.newton.ma.us/bids**.  It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening.  Addenda's will be available online within the original bid document as well as a separate file.   If you download bids from the internet site and would like to make it known that your company has done so, email purchasing@newtonma.gov or fax Purchasing at 617-796-1227 with your NAME, ADDRESS, PHONE,  FAX AND **INVITATION FOR BID NUMBER**

The City of Newton will reject any and all bids when required to do so by the above referenced General Laws.  In addition, the City of Newton reserves the right to waive any informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

CITY OF NEWTON

Rositha Durham
*Chief Procurement Officer*

July 28, 2011

# CITY OF NEWTON

# DEPARTMENT OF PURCHASING

# INSTRUCTIONS TO BIDDERS

## ARTICLE 1 - BIDDER'S REPRESENTATION

1.1     Each General Bidder (hereinafter called the "Bidder") by making a bid (hereinafter called "bid") represents that:

1.2     The Bidder has read and understands the Contract Documents and the bid is made in accordance therewith.

1.3     The Bidder has visited the site and is familiar with the local conditions under which the Work has to be performed.

1.4     Failure to so examine the Contract Documents and site will not relieve any Bidder from any obligation under the bid as submitted.

ARTICLE 2 - REQUEST FOR INTERPRETATION

2.1     Bidders shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site, and local conditions.

2.2     Bidders requiring clarification or interpretation of the Contract Documents shall make a written request to the *Chief Procurement Officer*, at purchasing@newtonma.gov or via facsimile (617) 796-1227. The City will answer such requests if received Friday, August 5, 2011 at 12:00 noon.

2.3     Interpretation, correction, or change in the Contract Documents will be made by Addendum which will become part of the Contract Documents.  The City will not be held accountable for any oral instruction.

2.4     Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents.

2.5     Copies of addenda will be made available for inspection at the location listed in the Invitation for Bids where Contract Documents are on file, in addition to being available online at **www.ci.newton.ma.us/bids**.

2.6     Bidders or proposers contacting ANY CITY EMPLOYEE regarding an Invitation for Bid (IFB) or a Request for Proposal (RFP), outside of the Purchasing Department, once an IFB or RFP has been released, may be disqualified from the bidding process.

2.7     Bidders downloading information off the internet web site are soley responsible for obtaining any addenda prior to the bid opening.  If the bidder makes themselves known to the Purchasing Dept., at purchasing@newtonma.gov or via facsimile (617) 796-1227, they shall be placed on the bidder's list.   Bidders must provide the Purchasing Dept. with their company's name, street address, city, state, zip, phone, fax, email address and **INVITATION FOR BID #12-06**.

## ARTICLE 3 - PREPARATION AND SUBMISSION OF BIDS

3.1     Bids shall be submitted on the "Bid Form" as appropriate, furnished by the City.

3.2     All entries on the Bid Form shall be made by typewriter or in ink.

3.3     Any quantities indicated on the Bid Form or elsewhere in the Project Manual or Drawings are estimates only and are given solely as a basis for the comparison of bids.  The City does not by implication or otherwise guarantee them to be even approximately correct.  The Contractor shall have no claim for additional compensation, or refuse to do the work called for, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the proposal.

3.4     Where so indicated on the Bid Form, sums shall be expressed in both words and figures.  Where there is a discrepancy between the bid sum expressed in words and the bid sum expressed in figures, the words shall control.

3.5    All proposals which contain abnormally high prices, or abnormally low prices, for any class of work, or those which contain unbalanced bidding in any form or manner may be rejected as informal.

3.6    Bid Deposits shall be submitted in the amount specified in the Invitation for Bids.  They shall be made payable to the City of Newton and shall be either in the form of cash, certified check, treasurer's or cashier's check issued by a responsible bank or trust company, or a bid bond issued by a surety licensed to do business in the Commonwealth of Massachusetts; and shall be conditioned upon the faithful performance by the principal of the agreements contained in the bid.

Bid deposits of the three (3) lowest responsible and eligible Bidders shall be retained until the execution and delivery of the Owner/Contractor agreement.

3.7    The Bid, including the bid deposit shall be enclosed in a sealed envelope with the following plainly marked on the outside:

- GENERAL BID FOR:

- NAME OF PROJECT AND INVITATION NUMBER

- BIDDER'S NAME, BUSINESS ADDRESS, AND PHONE NUMBER

3.8    Date and time for receipt of bids is set forth in the Invitation for Bids.

3.9    Timely delivery of a bid at the location designated shall be the full responsibility of the Bidder.

## ARTICLE 4 - ALTERNATES

4.1    Each Bidder shall acknowledge Alternates (if any) in Section C on the Bid Form..

4.2    In the event an Alternate does not involve a change in the amount of the base bid, the Bidder shall so indicated by writing "No Change", or "N/C" or "0" in the space provided for that Alternate.

4.3    Bidders shall enter on the Bid Form a single amount for each Alternate which shall consist of the amount for work performed by the Contractor.

4.4    The low Bidder will be determined on the basis of the sum of the base bid and the accepted alternates.

## ARTICLE 5 - WITHDRAWAL OF BIDS

5.1    Any bid may be withdrawn prior to the time designated for receipt of bids on written or telegraphic request.  Telegraphic withdrawal of bids must be confirmed over the Bidder's signature by written notice postmarked on or before the date and time set for receipt of bids.

5.2    Withdrawn bids may be resubmitted up to the time designated for the receipt of bids.

5.3    No bids shall be withdrawn for sixty days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

## ARTICLE 6 - CONTRACT AWARD

6.1    The City of Newton will award the contract to the lowest responsive and responsible Bidder within sixty days, Saturdays, Sundays, and legal holidays excluded after the opening of bids.

6.2    The City of Newton reserves the right to waive any informalities in or to reject any or all Bids if it be in the public interest to do so.

6.3    As used herein, the term "lowest responsive and responsible Bidder" shall mean the Bidder (1) whose bid is the lowest of those bidders whose bid conforms in all respects to the Invitation for Bids and who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance; (2) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who, where the provisions of section eight B of chapter twenty-nine apply, shall have been determined to be qualified thereunder.

6.4     It is the purpose of the City not to award this contract to any bidder who does not furnish evidence satisfactory to the Chief Procurement Officer that he has the ability and experience in this class of work and that he has sufficient capital and plant to enable him to prosecute the same successfully and to complete it within the specified time and that he will complete it in accordance with the terms thereof.

6.5     Subsequent to the award and within five (5) days, Saturday, Sundays and legal holidays excluded, after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City a Contract in the form included in the Contract Documents in such number of counterparts as the City may require.

6.6     In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

## ARTICLE 7 - TAXES

7.1     The Bidder shall not include in this bid any tax imposed upon the sale or rental of tangible personal property in this Commonwealth, such as any and all building materials, supplies, services and equipment required to complete the work.

7.2     The City is exempt from payment of the Massachusetts Sales Tax, and the Bidder shall not include any sales tax on its bid. The City's exemption Number is E-046-001-404.

**END OF SECTION**

# CITY OF NEWTON
## DEPARTMENT OF PURCHASING
## BID FORM – Bid# 12-06

A.  The undersigned proposes to supply and deliver the materials and/or equipment and/or supplies specified below in full accordance with the Contract Documents and Project Manual supplied by the City of Newton entitled:

**Supply and delivery of repair and maintenance services of computer hardware and printers to include all labor and parts by category A, category B and category C (per inventory bid list).**

for the contract price(s) specified below, subject to additions and deduction according to the terms of the specifications.

B.  This bid includes addenda number(s) _____, _____, _____, _____,

C.  Contractor must provide a firm fixed price for the items below.

## Category A – Apple/MAC Computers

**Full Service Labor Maintenance:**      $ _____ per month X 12 months = $_____

**Time and Materials Service:**      $ _____ per hour X 200 Hrs =   $_____
**Estimated annual parts costs***                                    Total      $_____ 30,000

**GRAND TOTAL FOR CATEGORY A – Labor & Parts**            $_____

## Category B – PC Computers

**Full Service Labor Maintenance:**      $ _____ per month X 12 months = $_____

**Time and Materials Service:**      $ _____ per hour X 100 Hrs  =   $_____
**Estimated annual parts costs***                                    Total      $_____ 15,000

**GRAND TOTAL FOR CATEGORY B – Labor & Parts**            $_____

## Category C – Printers

**Full Service Labor Maintenance:**      $ _____ per month X 12 months = $_____

**Time and Materials Service:**      $ _____ per hour X 50 Hrs   =   $_____
**Estimated annual parts costs***                                    Total      $_____ 5,000

**GRAND TOTAL FOR CATEGORY C – Labor & Parts**            $_____


***All parts costs for repairs covered under Categories A, B and C = <u>15% or less over contractor's cost</u>**

***Paid receipts for parts may be requested with invoice prior to NPS payment.**

        COMPANY:_____

**D.** The undersigned has completed and submits herewith the following documents:

- ❏ Bidder's Qualifications and References Form, 2 pages
- ❏ Company Resume/History
- ❏ Original bid and two COPIES
- ❏ Certificate of Non-Collusion, 1 page

**E.** The undersigned agrees that, if selected as contractor, s/he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the City of Newton, execute a contract in accordance with the terms of this bid. The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that's/he will comply fully with all laws and regulations applicable to awards made subject to M.G.L. Chapter 30B.

The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____


_____
(Name of Bidder)

BY: _____


_____
(Printed Name and Title of Signatory)


_____
(Business Address)


_____
(City, State  Zip)


_____
(Telephone & FAX)


_____
(E-mail address)

**NOTE:** If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

**END OF SECTION**

# CITY OF NEWTON

## BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City of Newton for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1.     FIRM NAME: _____

2.     WHEN ORGANIZED: _____

3     INCORPORATED? _____ YES _____ NO DATE AND STATE OF INCORPORATION: _____

4.     IS YOUR BUSINESS A **MBE**? _____YES _____NO **WBE**? _____YES _____NO or **MWBE**? _____YES _____NO

\* 5.     LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OFCOMPLETION:
    _____
    _____
    _____
    _____
    _____

\* 6.     HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
    _____ YES     _____ NO
    IF YES, WHERE AND WHY?
    _____
    _____

\* 7.     HAVE YOU EVER DEFAULTED ON A CONTRACT? _____ YES _____ NO
    IF YES, PROVIDE DETAILS.
    _____
    _____

\* 8.     LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:
    _____
    _____
    _____
    _____
    _____
    _____
    _____

\* 9.     IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

    PROJECT NAME: _____
    OWNER: _____
    CITY/STATE: _____

DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____

PUBLICLY BID? _____YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: ____)_____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____

PUBLICLY BID? _____YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: (____)_____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____

PUBLICLY BID? _____YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON:_____ TELEPHONE #: (____)_____

CONTACT PERSON'S RELATION TO PROJECT?:_____

(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____

PUBLICLY BID? _____YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #:(____)_____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

10.  The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Newton in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

**END OF SECTION**

# CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

_____

(Signature of individual)

_____

Name of Business

# NEWTON PUBLIC SCHOOLS

## COMPUTER HARDWARE MAINTENANCE

1.0     Scope and Qualifications

1.1     The City of Newton is accepting bids for Newton Public Schools "NPS" Computer Maintenance.  A contract(s) will be awarded for a period of one (1) year **from the contract execution date through August 31, 2012**, to the lowest responsive and responsible bidder(s) based on the "Grand Total." by Category.  All bids must be submitted in the manner and form prescribed by the Invitation for Bid which controls award of the contract.  The computer hardware and printer inventory <u>attached</u> is the most current listing of what will be maintained throughout the school system to be covered under this repair maintenance contract.  Although time and material hours are itemized and based on past invoices received for billable repairs, NPS does not specifically break out this data or track it separately.

1.2     The bidder for category A must be an Apple Authorized Service Provider with at least five (5) years of documented business experience repairing Apple Computer and server equipment.  The bidder for category B must be a  Service Provider with at least five (5) years of documented business experience repairing PC Computer and server equipment. The bidder for category C must be a Service Provider with at least five (5) years of documented business experience repairing various types of computer printers.  Bidders are required to submit a 'Company Resume' containing information relative to the bidder's experience in the maintenance field of the applicable category including date of incorporation, organization, headquarters, size, work force, management structure, technical staff resumes and a list of all service contracts comparable in size and complexity to Newton Public Schools (see Newton Public Schools Inventory Summary below) for which the bidder performed services within the five (5) years preceding the date of the bid.

1.3     Work within the scope of this contract cannot be sub-contracted to another company or individuals who are not in the direct employ of the awarded bidder(s).

1.4     All employees of the awarded bidder(s) **must** pass a CORI check **before** they will be allowed entry to any of our 22 school buildings of our district to deliver the required repair services of this contract(s).

2.0     Full Service Maintenance

2.1     Full service maintenance applies to all the equipment on the inventory below including all labor, parts, shipping and travel.  The cost shall be a total annual fixed price.

    2.1.1     At least one day per week shall be reserved to service instructional (<u>classroom</u>) equipment.  Newton Public Schools reserves the right to select the day of the week for service preferably Wednesday.  This service also applies to summer school programs. The Information Technology department will notify the contractor via e-mail of all necessary repairs by noon of the day preceding the regularly scheduled visit.  The service technician(s) shall remain in Newton until all equipment is repaired or return the following school day(<u>s</u>) until the work is completed.  A repair ticket acknowledging that the work has been completed shall be left on the premises.

    2.1.2     On-call emergency service shall apply to all <u>administrative</u> equipment as well as servers (administrative and instructional).  Work shall be completed by the end of the next work day following notification.  On-call service applies throughout the year including school vacations and summer months.

    2.1.3     The contractor shall be responsible for all <u>manufacturers' warranty service</u> at no additional cost to Newton Public Schools.  The manufacturer's standard warranty terms and conditions shall apply.

    2.1.4     Contractor will be required to access and update the status of repair tickets via the Internet utilizing the NPS help desk ticketing sytem known as TASC, Tech Assist Service Center.

2.2     All maintenance shall be performed on site, at any of twenty-two school locations within Newton.  When a problem necessitates depot repair service, the contractor shall have access to a repair facility and to assume all costs of fully insured pickup and delivery of equipment by overnight carrier.  (No equipment shall be removed or returned without a signed receipt.)  In the case of a depot repair, the contractor shall return the equipment back to the school within

five (5) business days.  The contractor must offer loaner equipment, free-of charge, for any repairs that take longer than five (5) business days and for callbacks.

2.3    The contractor must e-mail Information Technology a weekly 'Repair Log' including the service date, school, room number, equipment identification, symptoms, work performed, parts, loaner, and technician.  The Contractor shall meet once a month with the Manager of Information Systems and Coordinator of Instructional Technology at the Education Center.

2.4    The contractor shall conduct a free annual workshop on general maintenance and troubleshooting for teachers and staff.  The workshop shall take place at a designated school location and run up to half a day.

2.5    Full Service Maintenance shall be invoiced in twelve (12) equal monthly increments to the attention of Accounts Payable, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460.


3.0    Time and Materials Service

3.1    'Time and Materials Service' is for repairs beyond the scope of 'Full Service Maintenance.'  'Time and Materials Service' requires a written estimate by the contractor and prior approval by Information Technology before service is performed.  It includes hardware set up and installation; software installation and configuration; vandalism, accidents, and, negligence.

3.2    Labor shall be billed in 1/4 hour increments **with no travel time**. Newton Public Schools estimates **200** hours of labor for category A ; 100 hours of labor for category B and 50 hours of labor for category C based on experience.  The City makes no guarantees as to the actual number of hours.  Labor for 'Time and Materials Service' shall be invoiced separately including a 'Repair Log.'  (Note: replacement batteries shall be billable under parts and materials; however, labor for replacing batteries shall be included under 'Full Service Maintenance.')

3.3    Parts and materials for all three (3) categories shall be billed at cost plus no more than 15%. Paid vendor invoices may be requested by NPS prior to making payment for repair parts.  Newton Public Schools will issue purchase orders (separate from the contract) for parts and materials relating to Spec. 3.0 Parts and materials for 'Time and Materials Service' shall be invoiced separately including a 'Repair Log.'  Newton Public Schools does not maintain a 'repair parts' inventory nor 'loaner equipment.'


Signature: _____Title_____

Company: _____ E-mail_____

Telephone_____ Fax_____

Address: _____ City_____ State_____ Zip _____


**END OF SECTION**

# CITY OF NEWTON, MASSACHUSETTS
# PURCHASING DEPARTMENT
# GENERAL TERMS AND CONDITIONS

1. The right is reserved to reject any and all bids, to waive informalities, and to make award as may be determined to be in the best interest of the City of Newton.

2. Prices quoted must include delivery to the City, as specified on the Work Order.

3. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.

4. The award to the successful bidder may be canceled if successful bidder shall fail to prosecute the work with promptness and diligence.

5. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on purchase order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.

6. The sucessful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Sellor.

7. The Sellor shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at it's expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefor.

8. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.

9. Purchases made by the City are exempt from Federal excise taxes and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.

10. If so stated in the INVITATION FOR BID the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).

11. If the Invitation for Bids requires bid surety, this surety shall be in the form of a cash, bid bond, cahsier's check, treasurer's check, or certified check on a responsible bank, payable to the City of Newton, and must be filed with the original bid in the Office of the Purchasing Agent. Failure to do so eill lead to rejection of bid. The bid surety will be returned to the sucessful bidder within seven (7) days execution of awarded, and approval by the City of performance and/or payment bond(s). In case of default, the bid surety shall be forfeited to the City.

12. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Sellor or Contractor and may result in an unenforceable claim.

13. The Sellor shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.

14. "Equality - An item equal to that named or described in the specifications of the contract may be furnished by the Vendor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Vendor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and

operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Vendor. For the use of material other than the one specified, the Vendor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown.  If no manufacturer is named, the Vendor shall submit the product he intends to use for approval of the City. Except as otherwise provided for by the provisions of M.G.L., Ch. 30, Sec. 39J, the Vendor shall not have any right of appeal from the decision of the City condemning any materials furnished if the Vendor fails to obtain the approval for substitution under this clause.  If any substitution is more costly, the Vendor shall pay for such costs. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for  materials supplies.  A copy of this plan may be obtained from the Purchasing Department and is also included in this document.

15. Notice is hereby given that the City of Newton Minority Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action is applicable to all City of Newton contracts in excess of $50,000.00. A copy of these plans may be obtained from the Purchasing Department.

16.     Right To Know:
        Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made.  The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order.  Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances or mixtures containing said substances within the Commonwealth.  All vendors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above.  Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for $2.00 plus $.65 postage.

17. INSURANCE REQUIREMENTS
        The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this Contract.

        WORKER'S COMPENSATION
        Worker's Compensation:                    Per M.G.L. c.. l49, s. 34 and c.. l52 as amended.

        COMMERCIAL GENERAL LIABILITY
        Personal Injury                           $500,000 each occurrence
                                                  $1,000,000 aggregate
        Property Damage                           $500,000 each occurrence
                                                  $1,000,000   aggregate
         VEHICLE LIABILITY
        Personal Injury                           $500,000 each person
                                                  $1,000,000 aggregate
        Property Damage                           $300,000

The City shall be named as additional insureds on the Contractor's Liability Policies.

The Contractor shall not commence the work until proof of compliance with this has been furnished to the City by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the Commonwealth.  This certificate shall indicate that the contractual liability coverage is in force.

The Contractor shall file the original and one certified copy of all policies with the City within ten (10) days after contract award.  If the City is damaged by the Contractor's failure to maintain such insurance and to so notify the City, then the Contractor shall be responsible for all reasonable costs attributable thereto.

Cancellation of any insurance required by this contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and City at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

**FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD RESULT IN THE CANCELLATION OF YOUR CONTRACT.**

**CITY OF NEWTON**
**MINORITY/ WOMEN BUSINESS ENTERPRISE PLAN**
**DECEMBER 1, 1999**
**JANUARY 21, 2010 revised**

**STATEMENT OF POLICY:**

Whereas it is the policy of the government of the United States of America, the Commonwealth of Massachusetts and the City of Newton that no person shall be discriminated against in any manner whatsoever on the grounds of race, religion, color, sex, handicap or national origin; and

Whereas, it is the policy of the government of the United States of America that no person shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of activity funded entirely or in pail by the City, the State or Federal government; and

Whereas, it is the policy of the government of the United States of America to encourage that Minority/Women Business Enterprises shall have the maximum practicable opportunity to participate in Federal and State assisted projects; and all City funded contracts; and

Whereas, it is the policy of the City of Newton to encourage that minority/women business enterprises shall have the maximum practicable opportunity to participate in all City funded contracts; and

Whereas, the City of Newton, as a recipient of Federal and State funds subscribes to the above policies and will fully comply With Federal, State and local laws and directives governing non-discrimination, equal opportunity and affirmative action in all municipal activities; and

Whereas, to further enunciate the equal opportunity policy of the City of Newton's Minority/Women Business Program, the following responsibilities are specified

> This MINORITY/ WOMEN Business Enterprise Plan sets forth the administrative standards for the further implementation of the City of Newton's policy of the utilization of minority contractors and subcontractors.

> The City of Newton strongly affirms that it will not discriminate in any contractual procedures against any persons because of race, color, religion, age, disability, sex or national origin. This policy shall be administered with a positive supportive attitude.

> It is the responsibility of the City of Newton to take affirmative steps to implement this policy to insure equality of opportunity in conducting the Program including notifying those persons and businesses doing business with the City, that contracts for goods, services and construction, shall be made Without reference or regard to race, color, sex, age, handicap, religion or national origin.

Setti D. Warren Mayor

CITY OF NEWTON
MINORITY/ WOMEN BUSINESS ENTERPRISE PLAN
JANUARY 21, 2010

I. **DEFINITIONS:**

A. **Minority Person**- the term includes a person who is of Black Hispanic, Asian, American Indian or Cape Verdean origin.

B. Minority Business Enterprise (MBE) -- the term shall mean a business a) that is certified by SOMWBA; orb) I provides evidence satisfactory to the *City's* Affirmative Action Officer that it is a business owned or controlled by one or more of the following:

• an individual who is a minority person,

• a partnership or joint venture controlled by minority persons in which at least 51 % of the ownership interest is held by minority persons or,

• a corporation or other entity controlled by minority persons and in which at least 51 % of the stock is owned by one or more minority persons.

C. **Contract Compliance Officer** - the Chief Procurement Officer or his/her designee responsible for the implementation of Newton's Minority/Women Enterprise Plan ("MWBE Plan") and activities.

D. **MCAD** - Massachusetts Commission Against Discrimination.

E. **SOMWBA** -- State Office of Minority/Women Business Assistance,

F. **City** - The City of Newton.

G. **Women Business Enterprise** (WBE) - the term shall mean a business a) that is certified by SOMWBA; or b) provides evidence satisfactory to the City's Affirmative Action Officer that it is a business owned or controlled by one or more of the following:

• an individual who is a woman.
• a partnership or joint venture controlled by women in which at least 51% of the ownership interest is held by women, or
• a corporation or other entity controlled by women and in which at least 51% of the stock is owned by one or more women.

H.       **MWBE** — Minority or Women Business Enterprise

II. **GOALS**:

Newton's Minority/Women Enterprise Plan ("MWBE Plan") shall be guided by the goals presented below to promote minority/women opportunities within the City.

These goals comprise the framework for those activities to be implemented as part of the MWBE Plan:

To take affirmative action in expanding opportunities for minority and women owned firms in obtaining contracts within the City of Newton.

To assure that all contractors, regardless of race color, religion, creed, national origin, sex, age, ancestry or handicap, shall have equal opportunity to City contracting activities.

To award, of the total annual *City* contract dollars expended, 10 percent to MBE and 5 percent to WBE for construction; for goods and services, 5 percent WBE and 5 percent MBE.

## III.     SOLICITATION ACTIVITIES:

To notify MWBEs of upcoming contracts for construction, professional services and supplies, funded in whole or in part with Federal, State, and City funds, the following activities will be undertaken. In addition on a regular basis, the City of Newton will distribute to its listing of MWBEs and SOMWBA, a summary of upcoming contract opportunities which are subject to the City's MWBE Plan.

### A.     Construction Contracts

All construction contracts with an estimated value over $50,000 will be formally advertised within local, regional, minority and special interest publications at least 14 days prior to the bid opening date.

For all such construction contracts a "Notice of Solicitation" of a project going out to bid will be distributed to appropriate SOMWBA or City certified firms at least 14 days prior to the bid opening date.

### B.     Contracts for Professional Services

The City of Newton will send notification of its advertised Request for Proposals to appropriate! SOMWBA or City certified firms Responding MWBE firms will be considered for contract award within the bounds of generally accepted management practice or with the applicable procurement law relating to securing the lowest cost and best services available.

### C.     Procurement of Supplies
The City of Newton will (where feasible) utilize MWBEs for the procurement of supplies in accordance with City purchasing procedures. These efforts will be documented and reported to MCAD, and the Mayor's office on a quarterly basis.

## IV.     CONSTRUCTION ACTIVITIES:

### A.     Goals

The City of Newton bid documents and contracts with an estimated value over $50,000 will contain the City's goal of 10% for MBE and 5% for 'WBE utilization for subcontracts,

### B.     Pre-Bid Conference

To affirmatively further the opportunities available to prospective bidders, the City will hold a pre-bid conference 5-7 days prior to the bid opening date for all City construction contracts and subcontracts with an estimated value over $50,000.

The pre-bid conference will provide an opportunity for contractors to: review and clarify the technical requirements of the projects, review the City's MWBE Plan; and review Equal Opportunity requirements. The *City* will advertise this conference and extend invitations to interested contractors as part of the notice of solicitation.

### C.     Bid Submission

All bids for City of Newton contracts with -an estimated value over $50,000 shall include a certification of intent to be completed by the bidder swing his/her intent to comply with the *City's* MWBE Plan. Failure to include this certification shall be an informality which may be waived if such certification is received prior to the award of the contract.

### D.     Contract Execution

Upon notification of award of the contract, the bidder shall provide a written plan detailing how it will comply with the MWBE Plan

### E.     Monitoring

Throughout the duration of the contract, the *City* of Newton through its Contract Compliance Officer, will monitor the progress and activities of all contractors and subcontractors as they attempt to comply with the MWBE Plan.

### F.     Enforcement

In the case of clear neglect to make a good faith effort to comply with this MWBE Plan, the City of Newton reserves the right to designate contractor, after a hearing, as ineligible for future City bid awards.

## V.          CONTRACT COMPLIANCE OFFICER/DUTIES AND RESPONSIBILITIES:

The Contract Compliance Officer, as liaison between minority firms and the City of Newton will have the overall responsibility for the implementation of Newton's MWBE Plan. This responsibility includes the development, management, dissemination of information; the provision of technical assistance to minority firms including clarification of procedures to be implemented; maintenance of relevant documentation; completion of reporting requirements; and performance of monitoring and evaluation activities; and maintenance and updating of listings of minority/women business.

The Contract Compliance Officer has oversight of all City procurements for construction, professional services and supplies and shall coordinate the implementation of the MWBE Plan with other *City* departments.

## THE CITY OF NEWTON. MASSACHUSETTS
## SUPPLEMENTAL EQUAL EMPLOYMENT OPPORTUNITY
## ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION PROGRAM

I.    The requirements hereinafter set forth apply to construction contracts which involve an expenditure by the City of $50,000 or more.

II.   For purposes of this contract "minority" refers to Asian Americans, Black, Hispanics American Indians and Cape Verdeans. The City refers to the- City of Newton

III.  During the performance of this contract the Contractor and all of (his) Subcontractors (hereinafter collectively referred to as the Contractor) , for himself, his assignees, and successors in interest, agree as follows:

> In connection with the performance of work under this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, age or sex. The aforesaid provision shall include, but not be limited to, the following: layoff; termination; rates of pay or other forms of compensation; conditions or privileges of employment; and the selection of apprenticeship. The Contractor shall post hereafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the City setting forth the provisions of the Fair Employment Practices Law of the Commonwealth (MGL Chapter 151 B) . (See Attachment A)

> 2. In connection with the performance of work under this contract, the Contractor shall undertake in good faith, affirmative action measures designed to eliminate any discriminatory barriers in the terms and conditions of employment on the grounds of race, color, religious creed, national origin, age or sex, and to eliminate and remedy any effects of such discrimination -in the past. Such affirmative action shall. entail positive and aggressive measures to ensure equal employment: opportunity in the areas of hiring, upgrading, demotion or transfer, recruitment, 'Layoff or termination, rate of compensation, and in-service or apprenticeship training programs. This affirmative action shall. include all action required to guarantee equal employment opportunity for all persons, regardless of race, color, religious creed, national origin, age or sex. A 'purpose of- this provision is to ensure to the fullest extent possible an adequate supply of skilled tradesmen for this and future City public construction projects

1. As part of this obligation of remedial action under the foregoing section, the contractor shall maintain on this project a not less than 5 percent ratio of minority employee man hours to total man hours in each job category, including, but not limited to, bricklayers, carpenters, cement masons, electricians, ironworkers, operating engineers, and those "classes of work" enumerated in Section 44C of Chapter 149 of the Massachusetts General Laws.

2. In the hiring of minority journeymen, apprentices, trainees and advanced trainees, the Contractor shall rely on referrals, from the Contractor's affirmative action program approved by the City, traditional referral methods utilized by the construction industry, and referrals from agencies, not more than three in number at any one Lime, designated by the Liaison Committee or the City.

1. At the discretion of the City, there maybe established for the life of this contract a body to be known as the Liaison Committee, The Liaison Committee shall be composed of the Compliance Officer and one representative each from the Departments administering this project, hereinafter called the administering Departments, and such other representatives as may be designated by the City.

2. The Contractor (or, his/her agent, if any, designated by him/her as the onsite equal employment opportunity officer) shall recognize the Liaison Committee as the affirmative action body, and shall establish a continuing working relationship with the Liaison Committee on all matters related to minority recruitment, referral, employment and training.

3. The Contractor shall prepare manning tables on a quarterly basis.* These shall be broken down into projections, by week, for workers required in each trade. Copies shall be furnished one week in advance of the initiation of work and quarterly thereafter to the City and to the Liaison Committee.

4. Records of employment referral orders, prepared by the Contractor, shall be made available to the City and to the Liaison Committee on request.

5. The contractor shall prepare weekly reports in a form approved by the City of hours worked in each trade by each employee, identified as minority or non-minority. Copies of these reports shall be provided at the end of each week to the City and to the Liaison Committee.

* If job is less than three months, prepare for length of job.

VI.     If the Contractor shall use any sub contractor on any work performed under this contract, he/she shall take affirmative action to negotiate with qualified minority subcontractors. This affirmative action shall cover both pre-bid and post-bid periods. It shall include notification to the State Office of: Minority *Business Assistance* or As designee, while bids are in preparation, of all products, work or services for which the Contractor intends to negotiate bids.

VII.    In the employment of journeyman, apprentices, trainees, and advanced trainees, the Contractor shall give preference to citizens of the Commonwealth who have served in the armed forces of the United States in time of war and have been honorably discharged there from or released from active duty therein, and who are qualified to perform the work to which the employment relates, and, secondly to citizens of the Commonwealth generally, and, if such cannot be obtained in sufficient numbers, then to citizens of the United States

VIII.   A designee of the City and a designee of the Liaison Committee shall each have the right of access no the Construction site,

IX.     **Compliance with Requirements**
The Contractor shall comply with the provisions of Chapter 151 B of the Massachusetts General Laws, which are herein incorporated by reference and made as amended by Executive Order 227, and of Chapter 151B as amended, of the Massachusetts General Laws, both *of which* are herein incorporated by reference and made a part of this contract.

X.      **Non-Discrimination**
The Contractor, in the performance of all work after award, and prior to completion of the contract work, will not discriminate on the grounds of race, color, religious creed,

national origin, age or sex in employment practices, in the selection or retention of sub-contractors, or in the procurement of materials and rentals of equipment.

X1.    **Solicitations for sub-Contracts and for the Procurement of Materials and Equipment**
In all solicitations either by competitive bidding or negotiation made by the Contractor either for work to be performed under a subcontract or for the procurement of materials or equipment, each potential subcontractor or supplier shall be notified in writing by the Contractor of the Contractor's obligations under his contract relative to non-discrimination and affirmative action.

XII.    **Bidders Certification Requirement**

1. The following certification statement will be inserted in the bid document just above   the bidder's signature.

"The bidder hereby certifies he shall comply with tile minority manpower ratio and specific action steps contained in the City of Newton, Massachusetts Supplemental Equal Employment-- Opportunity Anti-Discrimination and Affirmative Action Program. The Contractor receiving the award of the contract

shall be required to obtain from each of its subcontractors and submit to the contracting or, administering agency prior to the performance of any work under said contract a certification by said subcontractor, regardless of tier, that it will comply with the minority manpower ratio and specific affirmative action steps contained in the City of Newton Massachusetts Supplemental Equal Employment Opportunity Anti -Discrimination and Affirmative Action Program.

XIII.    **Contractor's Certification**
A Contractor's' certification form must be signed by all successful low bidders prior to award by the City. A Contractor shall not be eligible for award of a contract unless the contractor has executed and submitted the Contractor's Certification, which shall be deemed a part of the resulting contract. (See Attachment B)

XIV.    **Subcontractor's Certification**
Prior to the award of any subcontract, regardless of tier, the prospective subcontractor must execute and submit: to the Prime Contractor a subcontractor's certification setting forth the subcontractor's compliance with this program, which shall be deemed a part of the resulting subcontract. (See Attachment C)

XV.    **Compliance - Information, Reports and Sanctions**
1.   The Contractor will provide all information and reports required by the administering department or, the City on instruction issued by either of them and will permit access to its facilities and any books, records, accounts and other sources of information which

may be determined by the City to affect the employment of personnel. This provision shall apply only to information pertinent to the City's supplementary affirmative action contract requirements. Where information required is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the administering department or the City as appropriate and shall set forth what efforts he/she has made to obtain the information.

2. Whenever the administering department, the City, or the Liaison Committee believes the General Contractor or any Subcontractor may not-, be operating in compliance with the terms of this Section, the City directly, or through its designated agent, shall conduct: an appropriate invest ig at ion, and may confer with the parties, to determine if such Contractor is operating in compliance with the terms of this Section. If the City or its agent finds the General Contractor or any Subcontractor not in compliance, it shall make a preliminary report on non-compliance, and notify such Contractor in writing of such steps as will in the judgment of the City or its agent bring such Contractor into compliance. In the event, that such Contractor fails or refuses to fully perform such steps, the City shall make a final report of non-compliance, and recommend to the administering department the imposition of one or more of the sanctions listed below. If, however, the City believes the General Contractor or any Subcontractor has taken or is taking every possible measure to achieve compliance, it shall not make a final report of non-compliance, within fourteen days at the receipt of the recommendations of the City, the administering department shall move to impose one or more of the following sanctions, as it may deem appropriate to attain full and effective enforcement:

(a)     The recovery by the administering department from the General Contractor of 1/100 of!! of the contract award price or $1000 whichever sum is greater, in the nature of liquidated damages or
if a Subcontractor is in non-compliance, the recovery by the administering department from the General Contractor, to be assessed by the General Contractor as a back charge against the Subcontractor, of 1/10 of 1% of the sub-contract price, or $400 whichever sum is greater, in the nature of liquidated damages, for each week that such party fails or refuses to comply

(b)     The suspension of *any* payment of part thereof due under the contract until such time as the General Contractor or any Subcontractor is able to demonstrate his compliance with the terms of the contract;

(c)     The termination, or cancellation, of the contract, in whole or in part, unless the General Contractor or any Subcontractor is able to demonstrate within a specified time his/her compliance
with the terms of the City's affirmative action construction contract requirements; OR,

(d)     The denial to the General Contractor or any Subcontractor of the right to participate in any future contracts awarded by the administering department for a

(e)     Period of up to three years.

3. If at any time after the imposition of one or more of the above sanctions (unless the contract. has been terminated), a Contractor is able to demonstrate that he/she is in compliance with this section, he/she may request the City to suspend the sanctions conditionally pending a final determination by the City as to whether the Contractor is in

compliance. Upon final determination of the City, the administrating department, based upon the recommendation of the City, shall either lift the sanctions or continue them.

4.  Sanctions enumerated under Section XV shall not: be imposed by the City except after the General Contractor or Subcontractor has had an opportunity for full and fair hearing with City. The non-compliance investigation shall be initiated without prior notice to the contractor. Any sanctions to be imposed shall be, set forth fully and completely in writing, and may then be appealed to t-he City in writing by the Contractor.

.XIV.  **Severability**
The provisions of this section are severable, and if any of these provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court. shall not, affect or impair any of the remaining provisions.

# FAIR EMPLOYMENT LAW

The Fair Employment Law declares that it is illegal to discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability

IT IS UNLAWFUL:

- to print or circulate any advertisement or use any application form which directly or indirectly specifies any limitation on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability.

- to discharge or refuse to hire arty individual on file basis of their race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, or disability.

- to discriminate against any individual in matters relating to compensation, terms, conditions, or privileges of employment because of their race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability.

- to require a woman to leave her job at some arbitrary stage in her pregnancy or to refuse to let her return to work until a specified time set by the employer.

- to grant a female employee at least eight weeks leave for purposes of childbirth or to treat her absence differently than any other absence due to disability.

- to require an employee to remain at work during any day or part thereof that s/he observes as a religious holiday provided that the employee gives a ten-day notice and the absence does not cause undue hardship to the employer.

- to discharge or refuse to hire any person because of their failure to furnish information concerning admission to a center for the treatment of mentally ill persons.

- to discriminate against a job applicant for failure to furnish information, written or oral, concerning.- A) an arrest, detention or disposition regarding a violation of law in which no conviction resulted; B) a first conviction for any of the following misdemeanors: driving under the influence, simple assault, speeding, minor traffic violations, disturbance of the peace; or C) conviction for a misdemeanor where the date of the conviction or end of period of incarceration, if any, occurred more than five years prior to the employment application, and the applicant has not been convicted of any offense within the five years immediately before the date of application.

## RETALIATION

It is illegal to retaliate against any person because s/he has opposed any practices forbidden under this Chapter or because s/he has filed a complaint, testified, or assisted in any proceeding before the Commission. It is also illegal to aid, abet, incite, compel or coerce the doings of any of the acts forbidden under this Chapter or to attempt to do so.

## SEXUAL HARASSMENT

**151B:1,18 The term "sexual harassment" shall mean sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, or as a basis for employment decisions: (h) such advances,, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.**

## COMPLAINTS

All complaints must be filed in writing. Information on the filing of complaints can be obtained by contacting the
MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION at the following locations:

Boston office:
One Ashburton Place
Room 601
Boston, MA 02108
(617) 727-3990

Springfield office:
436 Dwight Street
Suite 315
Springfield, MA 01103
(4 13) 739-2145

## CITY OF NEWTON

Contractors Certification

A Contractor will not be eligible for award of a contract, unless such contractor has submitted the following certification, which is deemed a part of the resulting contract.

### CONTRACTOR'S CERTIFICATION

_____Certifies that:
Contractor's Name

1. it tends to use the following listed construction trades in the work under the contract_____

   _____ and

2. will comply with the minority manpower ration and specific affirmative action steps contained herein; and

3. will obtain from each of its subcontractors and submit to the contracting or administering agency prior to the award of any subcontract under this contract the subcontractor certification required by these bid conditions

   _____
   (Signature of authorized representative of Contractor)

Any contract for the provision of goods or services to the City of Newton or any of its departments is subject to the ordinance creating the Human Rights Commission, as it may be amended from Lime to Lime. Any complaints within the purview shall be forwarded immediately to the contracting agency, and a copy shall be sent to the Human Rights Commission; any complaints received by the contracting agency shall be forwarded to the contractor, and a copy shall be sent to the Human Rights Commission.

CITY OF NEWTON

Subcontractors Certification

       Prior to the award of any subcontract , regardless of tier, the prospective subcontractor
must execute and submit to the Prime Contractor the following certification, which will be
deemed a part of the resulting subcontractor.

SUBCONTRACTOR`S CERTITICATION

_____Certifies that:
Contractor's Name

2.    it tends to use the following listed construction trades in the work under the contract_____

_____ and

2.    will comply with the minority manpower ration and specific affirmative action steps contained herein;
and

3.    will obtain from each of its subcontractors and submit to the contracting or administering agency prior
to the award of any subcontract under this contract the subcontractor certification required by these bid
conditions

_____
(Signature of authorized representative of Contractor)

In order to ensure that the said subcontractor's certification becomes part of all subcontracts under the prime
contract, no subcontract shall be executed until an authorizee representative of the Administrative Agency
administering this project has determined in writing, that the said certification has been incorporated in such
subcontract, regardless of tier, Any subcontract executed without such written approval shall be void.

Any contract for the provision of goods or services to the City of Newton or any of its departments is subject to
the ordinance creating the Human Rights Commission, as it may be amended from Lime to Lime. Any
complaints within the purview shall be forwarded immediately to the contracting agency, and a copy shall be
sent to the Human Rights Commission; any complaints received by the contracting agency shall be forwarded to
the contractor, and a copy shall be sent to the Human Rights Commission.

# CONTRACT FORMS

The awarded bidder will be required to complete and submit the following documents in order to execute a contract pursuant to this bid.

The forms are porvided here for informational purposes only.

## None of the following forms are required at the time of bid submittal.

# CITY - CONTRACTOR AGREEMENT

## CONTRACT NO. _____

THIS AGREEMENT made this _____ day of _____ in the year Two Thousand and Eleven by and between the CITY OF NEWTON, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, hereinafter referred to as the CITY, acting through its Chief Procurement Officer, but without personal liability to him, and

hereinafter referred to as the CONTRACTOR.

The parties hereto for the considerations hereinafter set forth agree as follows:

I.      **SCOPE OF WORK.** The Contractor agrees to furnish and to deliver to the City at such times, at such place or places, in such manner, and in such quantities as the City may direct, and at the unit prices quoted in the Contractor's bid the following item or items:

II.

### COMPUTER HARDWARE MAINTENANCE

III.    **CONTRACT DOCUMENTS.**  The Contract Documents consist of the following documents which are either attached to this Agreement or are incorporated herein by reference:

        a.      This CITY-CONTRACTOR Agreement;

        b.      The City's INVITATION FOR BID #12-06 issued by the Purchasing Department;

        c.      The Project Manual for the **repair and maintenance of computer hardware labor and parts services** including Specifications, and if included or referenced therein, any Standard Terms and Conditions, Special Conditions, Wage Rate Requirements, Wage Rate Schedule(s);

        d.      Addenda Number(s) _____;

        e.      The Bid Response of the CONTRACTOR submitted for this Project and accompanying documents and certifications;

        f.      Certificate(s) of Insurance and surety bond(s), if any, submitted by the CONTRACTOR in connection with this Project;

        g.      Duly authorized and executed Amendments, Change Orders or Work Orders issued by the CITY after execution of this CITY-CONTRACTOR Agreement.

This CITY-CONTRACTOR Agreement, together with the other documents enumerated in this Article, constitute the entire Agreement between the CITY and the CONTRACTOR.

III.    **PRIORITY OF DOCUMENTS.**  In the event of  inconsistency between the terms of this CITY -CONTRACTOR Agreement and the Project Manual, the terms of this Agreement shall prevail.

IV.    **APPLICABLE STATUTES.**  All applicable federal, state and local laws and regulations are incorporated herein by reference and the Contractor agrees to comply with same.

**V.**      **CONTRACT TERM.** The term of this contract(s) shall extend **from day of contract execution through August 31, 2012 and shall not exceed 25% of the contract total**. The City reserves the right to terminate this contract(s) prior to the expiration date in the event total expenditures reach the above stated contract total. It is further understood that in the event the term of this contract extends beyond June 30 in any calendar year, the City reserves the right to terminate the contract(s) if funding for its continuance is not appropriated in the succeeding fiscal year commencing July 1.

**VI.**      **QUANTITIES.** The quantities specified in the Project Manual are approximate and are based on previous consumption. It is specifically understood the City does not agree to purchase any specific quantity, and purchases will be made to cover actual requirements only. The City may increase or decrease the quantity of any item specified without change in price per unit of quantity as stated in the Contractor's Bid Response.

**VII.**      **MATERIALS.** The Contractor agrees, unless otherwise specified, that all equipment, materials and supplies furnished under this contract are to be first quality, new and unused.

**VIII.**      **AUTHORIZATION OF AND PAYMENT FOR WORK PERFORMED.** The execution of this contract does not constitute a notice to proceed or authorization to perform work or make deliveries. No work shall be commenced or deliveries made unless authorized by a written Work Order issued by the City specifying the equipment, materials or supplies to be delivered. The Contractor will be paid following completed delivery and acceptance of the equipment, materials or supplies ordered in accordance with the Contract. The City will use best efforts to pay within thirty (30) days of receipt of an invoice for the delivered equipment, materials or supplies or acceptance of same whichever date is later.

**IX.**      **CLAIMS FOR MATERIALS OR LABOR.** In the event any claims have been filed with the City for material or labor delivered or performed pursuant to this contract, the City shall be under no obligation to make any payment until such claims are adjusted to the satisfaction of the City. Any and all liens for supplies may be paid off by the City within twenty (20) days after the filing for record as provided by law of a notice of such liens, except where the claim on which the lien is filed is being litigated by the Contractor, and in such case the City may pay the amount of any final judgment or decree on any such claim. All money paid by the City in settlement of liens and claims as aforesaid, with the costs and expenses incurred by the City in connection therewith shall be charged to the Seller, bearing interest at the rate of six percent (6%) per annum, and be deducted from the next payment falling due the Seller under the terms of this contract.

**X.**      **UNIT PRICES.** It is agreed that the unit prices listed are maximum prices and that the City shall be entitled to take advantage of any decreasing market conditions, decreases to be governed by the manufacturers' price listing as might be generally adopted in the trade, or by the same percentage that the Seller may reduce prices to others who purchase in similar quantities and under similar conditions.

**XI.**      **RESPONSIBILITY FOR THE WORK/INDEMNIFICATION.** In the performance of any work, including the delivery of equipment, materials or supplies, pursuant to this Contract, the Contractor shall take all responsibility for the work, and shall take all precautions for preventing injuries to persons and property in or about the work and shall defend, indemnify and hold the City harmless from all loss, cost, damage or expense arising from injuries to persons or property in or about the work. The Contractor shall be responsible for any damage which may be caused by the failure or insufficiency of any temporary works. He shall effectively protect his work and shall be liable for all damage and loss by delay or otherwise caused by his neglect or failure so to do.

**XII.**      **WARRANTY.** Except as may be otherwise provided in the Project Manual, the Contractor shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of equipment, materials or supplies furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Contractor.

**XIII.**      **PATENT INDEMNIFICATION.** The Contractor agrees to assume the defense of and shall indemnify and save harmless the City and all persons acting for or on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, shall at its own expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment, or apparatus and refund the sums paid therefor.

**XIV.** **INSPECTION.** For the purposes of inspection of the equipment, materials and supplies covered by this contract, the Contractor shall give the City free access to his works and furnish every facility for properly inspecting such equipment, materials and supplies, and shall furnish full information, whenever requested, relating thereto. Approval by any inspector of the City shall not relieve the Contractor from his obligation to comply in all respects with the contract.

**XV.** **ASSIGNMENT/SUB-CONTRACTING.** The Contractor agrees that he will not sell, assign or transfer this Contract or any part thereof or interest therein without the prior written consent of the City.

**XVI.** **INSTALLATION.** If any of the equipment, materials and supplies covered by this contract is to be installed by either the Contractor or the City, the Contractor shall, upon request of the City, furnish a competent employee to supervise the installation without expense to the City, unless otherwise provided herein. Such supervisor, or other employees furnished by the Contractor, shall be the agents of the Contractor and not of the City, and the Contractor hereby agrees to indemnify the City and hold it harmless from and against any and all loss, costs, damage, and expense sustained as the result of negligence or other conduct on the part of such supervisor or employee.

**XVII.** **TERMINATION.** The City of Newton may, by written notice of default to the Contractor, terminate the whole or any part of this Contract or any Shipping or Work Order issued pursuant thereto in any one of the following circumstances:

a. If the Contractor fails to make delivery of the equipment, goods or supplies or to perform the services within the time specified herein or any extension thereof;

b. If the Contractor fails to perform any of the other provisions of this contract or, if in the opinion of the City, Contractor so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not correct such failure within thirty (30) days (or such longer period as the City may authorize in writing) after receipt of notice from the City specifying such failure.

**XVIII.** **GOVERNING LAW.** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

**XIX.** **SEVERABILITY.** The provisions of this Contract are severable. If any section, paragraph, clause or provision of this Contract shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Contract shall be unaffected by such adjudication and all of the remaining provisions of this Contract shall remain in full force and effect as though such section, paragraph, clause or provision, or any part thereof so adjudicated to be invalid, had not been included herein, unless such remaining provisions, standing alone, are incomplete and incapable of being executed in accordance with the intent of the parties to this Contract.

**XX.** **AMENDMENTS TO THIS CONTRACT.** This Contract may not be amended except in writing executed in the same manner as this CITY-CONTRACTOR Agreement.

THIS SECTION IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this instrument to be executed under seal the day and year first above written.

**CONTRACTOR**                                        **CITY OF NEWTON**


By_____          By_____
                                                                              *Chief Procurement Officer*

Print Name _____

Title_____          Date_____


Date_____          By_____
                                                                              *School Committee*

           *Affix Corporate Seal Here*
                                                                   Date_____


City funds in the amount of _____
are available in account number                       Approved as to Legal Form and Character

95706390-52405_____
I further certify that the Mayor, or his designee,
is authorized to execute contracts and approve        By_____
change orders.                                                            *Associate City Solicitor*


By_____
           *Comptroller of Accounts*                       Date_____


Date_____          CONTRACT AND BONDS APPROVED


                                                                   By_____
                                                                              *Mayor* or his designee


                                                                   Date_____

# CERTIFICATE OF AUTHORITY - CORPORATE

1.  I hereby certify that I am the Clerk/Secretary of _____
                                                                    (insert full name of Corporation)

2.  corporation, and that _____
                                    (insert the name of officer who signed the **contract and bonds**.)

3.  is the duly elected _____
                                            (insert the title of the officer in line 2)

4.  of said corporation, and that on _____
                                        (insert a date that is *ON OR BEFORE* the date the
                                        officer signed the **contract and bonds**.)


    at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were
    present or waived notice, it was voted that

5.  _____ the _____
            (insert **name** from line 2)                          (insert **title** from line 3)

    of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said
    corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's
    name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the
    above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6.  ATTEST: _____                    AFFIX CORPORATE
                    (Signature of **Clerk or Secretary**)*                        *SEAL HERE*

7.  Name: _____
                    (Please print or type name in line 6)*

8.  Date: _____
                    (insert a date that is *ON OR AFTER* the date the
                     officer signed the **contract and bonds**.)


    * The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

# ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*


_____      _____
**Signature of Individual                                          *** Contractor's Social Security Number
   or Corporate Contractor (Mandatory)                        (Voluntary) or  Federal Identification Number


By: _____          Date: _____
        Corporate Officer
        (Mandatory, if applicable)


* The provision in the Attestation relating to child support applies only when the Contractor is an
   individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have
    met tax filing or tax payment obligations.  Providers who fail to correct their non-filing or delinquency will not have a
    contract or other agreement issued, renewed, or extended.  This request is made under the authority of GL c. 62C, § 49A.

| Equip. Type | Plat-form | Computer or Printer Model | CPU Speed | Speed Type | School Name | Use | Bar Code |
|---|---|---|---|---|---|---|---|
| Computer | MAC | eMac | 1 | GHZ | Angier | Instruction | 3995 |
| Computer | MAC | eMac | 1 | GHZ | Angier | Instruction | 3993 |
| Computer | MAC | eMac | 1 | GHZ | Angier | Instruction | 3992 |
| Computer | MAC | eMac | 1 | GHZ | Angier | Instruction | 3991 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Administration | 3824 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 3940 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 3941 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 3942 |
| Computer | MAC | eMac | 1 | GHZ | Angier | Administration | 4871 |
| Computer | MAC | eMac | 1 | GHZ | Angier | Instruction | 4872 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 4567 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 4568 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 4569 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 4570 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 4571 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Angier | Instruction | 4750 |
| Computer | MAC | iBook 12" G4 | 1.25 | GHZ | Angier | Instruction | 1678 |
| Computer | MAC | eMac | 1.25 | GHZ | Angier | Instruction | 4285 |
| Computer | MAC | eMac | 1.25 | GHZ | Angier | Instruction | 4286 |
| Computer | MAC | iBook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6268 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 13284 |
| Computer | MAC | iBook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6280 |
| Computer | MAC | iBook 12" G4 | 1.33 | Mhz | Angier | Instruction | 5218 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6522 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6527 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6525 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6524 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6523 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 5223 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 5227 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6273 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6323 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Angier | Instruction | 6270 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 14709 |
| Computer | MAC | eMac | 1.33 | Mhz | Angier | Instruction | 8526 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Angier | Instruction | 6881 |
| Computer | MAC | eMac | 1.42 | Ghz | Angier | Instruction | 5232 |
| Computer | MAC | eMac | 1.42 | Ghz | Angier | Instruction | 5233 |
| Computer | MAC | eMac | 1.42 | Ghz | Angier | Instruction | 5234 |
| Computer | MAC | eMac | 1.42 | Ghz | Angier | Instruction | 5235 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6528 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6529 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6530 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6531 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6532 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6533 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6534 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6160 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6161 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 6162 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 7295 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 7297 |
| Computer | MAC | eMac | 1.42 | GHZ | Angier | Instruction | 11695 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Angier | Instruction | 7997 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Angier | Instruction | 7998 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Angier | Instruction | 7999 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Angier | Instruction | 8000 |
| Computer | MAC | MacBook 13" | 1.83 | Ghz | Angier | Instruction | 8929 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9120 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9121 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9122 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9123 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9135 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9137 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9138 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9170 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9254 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9263 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9274 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Angier | Instruction | 9287 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Angier | Instruction | 9490 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Angier | Instruction | 9491 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Angier | Instruction | 9597 |
| Computer | MAC | iMac 17" | 2 | Ghz | Angier | Instruction | 7996 |
| Computer | MAC | iMac 17" | 2 | Ghz | Angier | Instruction | 8001 |
| Computer | MAC | iMac 17" | 2 | Ghz | Angier | Instruction | 8002 |
| Computer | MAC | MacBook 13" | 2 | Ghz | Angier | Instruction | 9520 |
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| Computer | PC | Thinkpad R60 | 1.83 | GHZ | Education Center | Administration | 7969 |
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| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3904 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3905 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3906 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3907 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3908 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3927 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3909 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3925 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3926 |

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| Computer | MAC | ibook 12" G4 | 1 | GHZ | Lincoln-Eliot | Instruction | 3924 |
| Computer | MAC | eMac | 1 | GHZ | Lincoln-Eliot | Instruction | 4767 |
| Computer | MAC | eMac | 1 | GHZ | Lincoln-Eliot | Instruction | 4884 |
| Computer | MAC | eMac | 1 | GHZ | Lincoln-Eliot | Instruction | 4885 |
| Computer | MAC | iBook 12" G4 | 1.2 | Ghz | Lincoln-Eliot | Instruction | 12400 |
| Computer | MAC | eMac | 1.25 | GHZ | Lincoln-Eliot | Instruction | 5212 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Lincoln-Eliot | Instruction | 5846 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Lincoln-Eliot | Instruction | 5654 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Lincoln-Eliot | Instruction | 5807 |
| Computer | MAC | eMac | 1.25 | Ghz | Lincoln-Eliot | Instruction | 6363 |
| Computer | MAC | eMac | 1.25 | Ghz | Lincoln-Eliot | Instruction | 6362 |
| Computer | MAC | eMac | 1.25 | Ghz | Lincoln-Eliot | Instruction | 6361 |
| Computer | MAC | iBook | 1.25 | Ghz | Lincoln-Eliot | Instruction | 6360 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Lincoln-Eliot | Administration | 5209 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Lincoln-Eliot | Instruction | 5207 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Lincoln-Eliot | Instruction | 5208 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Lincoln-Eliot | Instruction | 5210 |
| Computer | MAC | iBook | 1.33 | Ghz | Lincoln-Eliot | Instruction | 6224 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Lincoln-Eliot | Instruction | 11976 |
| Computer | MAC | iBook | 1.33 | Ghz | Lincoln-Eliot | Instruction | 6366 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Lincoln-Eliot | Instruction | 7317 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Lincoln-Eliot | Instruction | 6228 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Lincoln-Eliot | Instruction | 7316 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Lincoln-Eliot | Instruction | 6222 |
| Computer | MAC | eMac | 1.42 | GHZ | Lincoln-Eliot | Instruction | 6401 |
| Computer | MAC | eMac | 1.42 | GHZ | Lincoln-Eliot | Instruction | 7306 |
| Computer | MAC | iMac 17" | 1.6 | Ghz | Lincoln-Eliot | Instruction | 10449 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 8426 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 8008 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 8941 |
| Computer | MAC | MacBook 13" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 8927 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 9124 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 9147 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 9157 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 9242 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 9256 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 10584 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 10557 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 10558 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 10559 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 10565 |
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| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 10567 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Lincoln-Eliot | Instruction | 10564 |
| Computer | MAC | MacBook 13" | 2 | Ghz | Lincoln-Eliot | Instruction | 12198 |
| Computer | MAC | MacBook 13" | 2 | Ghz | Lincoln-Eliot | Instruction | 12199 |
| Computer | MAC | MacBook 13" | 2 | Ghz | Lincoln-Eliot | Instruction | 12200 |
| Computer | MAC | MacBook 13" | 2 | Ghz | Lincoln-Eliot | Instruction | 12201 |
| Computer | MAC | MacBook 13" | 2 | Ghz | Lincoln-Eliot | Instruction | 12202 |
| Computer | MAC | MacBook 13" | 2.16 | Ghz | Lincoln-Eliot | Instruction | 9898 |
| Computer | MAC | MacBook 13" | 2.4 | Ghz | Lincoln-Eliot | Instruction | 12513 |
| Computer | MAC | eMac | 800 | MHZ | Lincoln-Eliot | Instruction | 579 |
| Computer | MAC | eMac | 800 | MHZ | Lincoln-Eliot | Instruction | 984 |
| Computer | MAC | eMac | 800 | MHZ | Lincoln-Eliot | Instruction | 983 |
| Computer | MAC | eMac | 800 | MHZ | Lincoln-Eliot | Instruction | 2388 |

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| Computer | MAC | iBook 12" G4 | 800 | Mhz | Lincoln-Eliot | Instruction | 9839 |
| Computer | MAC | ibook 12" G4 | 800 | MHZ | Lincoln-Eliot | Instruction | 5211 |
| Computer | MAC | ibook 12" G4 | 900 | MHZ | Lincoln-Eliot | Instruction | 1650 |
| Computer | MAC | ibook 12" G4 | 900 | MHZ | Lincoln-Eliot | Instruction | 1607 |
| Computer | MAC | ibook 12" G4 | 900 | MHZ | Lincoln-Eliot | Instruction | 1606 |
| Computer | MAC | ibook 12" G4 | 900 | MHZ | Lincoln-Eliot | Instruction | 3465 |
| Computer | MAC | ibook 12" G4 | 900 | Mhz | Lincoln-Eliot | Instruction | 15096 |
| Computer | PC | Thinkpad R51 | 1.5 | GHZ | Lincoln-Eliot | Administration | 5267 |
| Computer | PC | Thinkpad R60 | 1.83 | Ghz | Lincoln-Eliot | Instruction | 8769 |
| Computer | PC | HP dc 5800 | 2 | Ghz | Lincoln-Eliot | Administration | 11189 |
| Computer | PC | HP dc5700 | 3.6 | Ghz | Lincoln-Eliot | Administration | 9977 |
| Computer | MAC | eMac | 1 | GHZ | Mason-Rice | Instruction | 3607 |
| Computer | MAC | eMac | 1 | GHZ | Mason-Rice | Instruction | 4882 |
| Computer | MAC | eMac | 1 | GHZ | Mason-Rice | Instruction | 4883 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Mason-Rice | Instruction | 4751 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Mason-Rice | Instruction | 5769 |
| Computer | MAC | iBook  14" G4 | 1 | GHZ | Mason-Rice | Instruction | 6810 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 4744 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 4840 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 6464 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 6186 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 6187 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 6184 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 6185 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Mason-Rice | Instruction | 6188 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Mason-Rice | Instruction | 6264 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Mason-Rice | Instruction | 6263 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Mason-Rice | Instruction | 6325 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 6155 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 6156 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 6157 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 6158 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 6159 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 7146 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 7147 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Mason-Rice | Instruction | 7148 |
| Computer | MAC | eMac | 1.42 | GHZ | Mason-Rice | Instruction | 6948 |
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| Computer | MAC | eMac | 1.42 | GHZ | Mason-Rice | Instruction | 7309 |
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| Computer | MAC | iMac 17" | 1.83 | GHZ | Mason-Rice | Instruction | 8381 |
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| Computer | MAC | iMac 17" | 1.83 | GHZ | Mason-Rice | Instruction | 8383 |
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| Computer | MAC | iMac 17" | 1.83 | GHZ | Mason-Rice | Instruction | 8264 |
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| Computer | MAC | iMac 17" | 1.83 | GHZ | Mason-Rice | Instruction | 8268 |

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| Computer | MAC | iMac 17" | 1.83 | GHZ | Mason-Rice | Instruction | 8270 |
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| Computer | MAC | iMac 17" | 1.83 | Ghz | Mason-Rice | Instruction | 8789 |
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| Computer | MAC | iMac 17" | 1.83 | Ghz | Mason-Rice | Instruction | 8945 |
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| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8793 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8797 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8795 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8796 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8803 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8800 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8801 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8804 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8802 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8805 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8807 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8806 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8809 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8808 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8798 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8799 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8810 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8811 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8812 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8813 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8814 |
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| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8816 |
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| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 9117 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 9128 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 9244 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Mason-Rice | Instruction | 8794 |
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| Computer | MAC | MacBook 13" | 2 | GHZ | Mason-Rice | Instruction | 8436 |
| Computer | MAC | MacBook 13" | 2 | Ghz | Mason-Rice | Instruction | 8904 |
| Computer | MAC | MacBook 2,1 13" | 2 | Ghz | Mason-Rice | Instruction | 9190 |
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| Computer | MAC | MacBook 2,1 13" | 2 | Ghz | Mason-Rice | Instruction | 8421 |
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| Computer | MAC | iMac 20" | 2 | Ghz | Mason-Rice | Instruction | 9894 |
| Computer | MAC | MacBook 13" Screen LED Backlit | 2 | Ghz | Mason-Rice | Instruction | 10506 |
| Computer | MAC | MacBook 13" Screen LED Backlit | 2 | Ghz | Mason-Rice | Instruction | 10507 |

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| Computer | MAC | MacBook 13" Screen LED Backlit | 2 | Ghz | Mason-Rice | Instruction | 12392 |
| Computer | MAC | MacBook 13" Screen LED Backlit | 2 | Ghz | Mason-Rice | Instruction | 12393 |
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| Computer | MAC | MacBook 13" Screen LED Backlit | 2 | Ghz | Mason-Rice | Instruction | 12395 |
| Computer | MAC | MacBook 13" | 2.1 | Ghz | Mason-Rice | Instruction | 10362 |
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| Computer | MAC | MacBook 13" | 2.4 | Ghz | Mason-Rice | Instruction | 10397 |
| Computer | MAC | MacBook 13" | 2.4 | Ghz | Mason-Rice | Instruction | 10398 |
| Computer | MAC | eMac | 800 | MHZ | Mason-Rice | Instruction | 3616 |
| Computer | MAC | ibook 12" G4 | 800 | MHZ | Mason-Rice | Instruction | 4304 |
| Computer | MAC | iBook 12" G4 | 800 | Mhz | Mason-Rice | Instruction | 6369 |
| Computer | PC | Thinkpad R51 | 1.5 | GHZ | Mason-Rice | Administration | 5268 |
| Computer | PC | Thinkpad R60 | 1.83 | Ghz | Mason-Rice | Instruction | 8778 |
| Computer | PC | HP dc5100 | 2.8 | Ghz | Mason-Rice | Administration | 8073 |
| Computer | PC | HP dc5700 | 3.6 | Ghz | Mason-Rice | Administration | 9978 |
| Computer | MAC | eMac | 1 | GHZ | Memorial-Spauld | Instruction | 1616 |
| Computer | MAC | eMac | 1 | GHZ | Memorial-Spauld | Instruction | 1989 |
| Computer | MAC | eMac | 1 | GHZ | Memorial-Spauld | Instruction | 3597 |
| Computer | MAC | eMac | 1 | GHZ | Memorial-Spauld | Instruction | 3608 |
| Computer | MAC | iBook 14" G4 | 1 | GHZ | Memorial-Spauld | Administration | 4072 |
| Computer | MAC | iBook 14" G4 | 1 | GHZ | Memorial-Spauld | Instruction | 1913 |
| Computer | MAC | iBook 14" G4 | 1 | GHZ | Memorial-Spauld | Instruction | 1914 |
| Computer | MAC | iBook 14" G4 | 1 | GHZ | Memorial-Spauld | Instruction | 1916 |
| Computer | MAC | iBook 12" G4 | 1 | Ghz | Memorial-Spauld | Administration | 6365 |
| Computer | MAC | ibook 12" G4 | 1 | GHZ | Memorial-Spauld | Instruction | 3910 |
| Computer | MAC | eMac | 1 | GHZ | Memorial-Spauld | Instruction | 4881 |
| Computer | MAC | eMac | 1 | GHZ | Memorial-Spauld | Instruction | 4880 |
| Computer | MAC | iBook 12" G4 | 1.07 | Ghz | Memorial-Spauld | Instruction | 12171 |
| Computer | MAC | eMac | 1.25 | GHZ | Memorial-Spauld | Instruction | 4023 |
| Computer | MAC | eMac | 1.25 | GHZ | Memorial-Spauld | Instruction | 4024 |
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| Computer | MAC | eMac | 1.25 | GHZ | Memorial-Spauld | Instruction | 4026 |
| Computer | MAC | eMac | 1.25 | GHZ | Memorial-Spauld | Instruction | 4028 |
| Computer | MAC | eMac | 1.25 | GHZ | Memorial-Spauld | Instruction | 4069 |
| Computer | MAC | eMac | 1.25 | GHZ | Memorial-Spauld | Instruction | 4070 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Memorial-Spauld | Instruction | 5804 |
| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Memorial-Spauld | Instruction | 6424 |
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| Computer | MAC | ibook 12" G4 | 1.25 | GHZ | Memorial-Spauld | Instruction | 6467 |
| Computer | MAC | iBook 12" G4 | 1.33 | Ghz | Memorial-Spauld | Instruction | 12172 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Memorial-Spauld | Instruction | 5225 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Memorial-Spauld | Instruction | 6400 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Memorial-Spauld | Instruction | 5226 |
| Computer | MAC | ibook 12" G4 | 1.33 | GHZ | Memorial-Spauld | Instruction | 6318 |
| Computer | MAC | eMac | 1.4 | GHZ | Memorial-Spauld | Instruction | 15665 |
| Computer | MAC | iMac 17" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7918 |
| Computer | MAC | iMac 17" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7917 |
| Computer | MAC | iMac 17" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7899 |
| Computer | MAC | iMac 17" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7897 |
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| Computer | MAC | iMac 17" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7890 |
| Computer | MAC | iMac 17" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7891 |
| Computer | MAC | iMac 17" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7892 |
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| Computer | MAC | iMac 17" | 1.83 | Ghz | Memorial-Spauld | Instruction | 8009 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Memorial-Spauld | Instruction | 8946 |
| Computer | MAC | MacBook 13" | 1.83 | Ghz | Memorial-Spauld | Administration | 7928 |
| Computer | MAC | MacBook 13" | 1.83 | GHZ | Memorial-Spauld | Instruction | 12475 |
| Computer | MAC | MacBook 13" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7927 |
| Computer | MAC | MacBook 13" | 1.83 | GHZ | Memorial-Spauld | Instruction | 7929 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9105 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9109 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9196 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9197 |
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| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9199 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9201 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9202 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9207 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9209 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9232 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9259 |
| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9266 |
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| Computer | MAC | MacBook 2,1 13" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9305 |
| Computer | MAC | iMac 17" | 1.83 | Ghz | Memorial-Spauld | Instruction | 9603 |
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| Printer | HP Color LaserJet CP 2025n | Education Center | Administration | 12522 |
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| Printer | HP Color LaserJet CP 3525dn | Education Center | Administration | 11875 |
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| Printer | HP Laserjet 4050N | Education Center | Administration | 2488 |
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| Printer | HP Laserjet 4050N | Education Center | Administration | 2649 |
| Printer | HP Laserjet 4050N | Education Center | Administration | 3989 |
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| Printer | HP Laserjet 4250n | Education Center | Administration | 4765 |
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